



DEPARTMENT OF THE ARMY
266th FINANCIAL MANAGEMENT CENTER
UNIT 23122
APO AE 09227

AETS-FCZ

1 February 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter 15, Annual Entitlement Verification

1. References.

- a. Defense Finance and Accounting Service – Indianapolis Manual (DFAS – INM) 7-1, Military Pay Procedures Manual, July 2000.
- b. Military Pay Operations – Indianapolis (MPO-I) Guidance Letter, October 2011.
- c. Army Regulation 11-37 – Army Finance and Accounting Quality Assurance Program, August 1988.

2. Purpose. The purpose of this policy is to formalize standards for the annual entitlement verification program.

3. Scope. This policy applies to all members of the 266th Financial Management Center (FMC) – military and civilian, and all organizations performing financial management functions under the technical oversight of the 266th FMC.

4. General. The purpose of the annual entitlement verification program is to ensure that the Soldiers we support are being paid correctly.

5. Standards.

- a. Run entitlement verification report from Defense Management Office (DMO) and get it out with the Unit Commanders Financial Report (UCFR) [See Encl 1, Entitlement Matrix for report schedule].

- b. Request DMO entitlement report back from units along with UCFRs by the 10th of each month and ensure all corrective transactions are processed no later than end of month cutoff.

- c. Prepare a MFR [See Encl 2, Example of MFR for Non-Compliant Units] for all units' not in compliance for the month and maintain along with DMO entitlement report and unit MFRs for a period of one year or until it is replaced by an updated report.

- d. Verify Basic Allowance for Housing (BAH) by means of recertification (DA Form 5960). Verify the remainder of entitlements by having the Commander of each unit review, annotate,

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and attest to the accuracy of the DMO entitlement report. Permanent Duty Station (PDS) Overseas Housing Allowance (OHA) and Cost of Living Allowance (COLA) are covered on the UCFR monthly.

e. Exhaust all resources possible to have units return DMO entitlement report and recertification of BAH. Directors, Chiefs, Finance Officers of the Pay Center of Excellence, Italy Finance Office, Benelux Finance Office, and Kosovo Finance Office respectively have the authority to stop entitlements as a last resort.

6. POC for this policy is the FMC Policy Section, DSN 483-6257/6135, commercial 0631-411-6257/6135.

First in Finance Support!

FOR THE COMMANDER:

2 Encls

1. Entitlement Matrix
2. Example of MFR for Non-Compliant Units



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Director

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